CPS Media Arts Studio
Media Equipment User Agreement

Please be advised that in order for your child to borrow Media Arts Studio (MAS) media equipment, we require this signed form.

With your signature, your child will be permitted to leave MAS premises to participate in off site taping opportunities in various locations in Cambridge.

Please also be advised that you are legally responsible for its proper use and safe return. With your signature, you understand that he or she must:

- Use the media equipment for the sole purpose of the Media Production Program;
- Obtain media release forms for persons being taped (blank forms are available at MAS);
- Return the equipment back to MAS when it is due; (two days after check out)
- Keep the media equipment secure and stored in suitable areas in order to prevent damage due to water, dust, and temperature changes;
- Maintain and return the media equipment in the same condition in which it was loaned;
- Return the media equipment immediately if it is in need of a repair;
- Notify MAS staff of any problem with the media equipment;
- Notify MAS staff immediately of any loss, theft, damage or destruction of the media equipment;
- In the case of theft, file a police report and make it available to MAS staff;
- Reimburse the Cambridge Public Schools for any and all such costs and/or aid the Cambridge Public Schools in collecting any necessary monies to pay for the loss, theft, damage and/or destruction of the media equipment.

_____ Date _____
(Parent/Guardian if participant is under 18)

_____ Date_____
Student

MAS Contact Info:
Matt Mena-Landry, Program Manager, 617 349-6744, mmena-landry@cpsd.us
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Please keep one copy for your records!!